CHAVES COUNTY APPLICATION

ADDRESS REQUEST

OWNER'S NAME: _____

OCCUPANT'S NAME: _____

OCCUPANT'S CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

CURRENT PHONE NO: _____

LEGAL DESCRIPTION: _____

MOBILE HOME _____ WOOD FRAME _____ OTHER _____

RESIDENTIAL _____ COMMERCIAL _____ OTHER _____

SOURCE OF DRINKING WATER: ☐ PRIVATE (Well) ☐ PUBLIC_____

ELECTRIC COMPANY PROVIDING SERVICE: ☐ CVE ☐ Xcel

I understand that I am responsible for installing the post and address sign that I have received from the Planning and Zoning office and that I must call 1-800-321-ALERT before placing the address post in front of my property.

I understand that I must obtain a Mobile Home Placement Permit before I place a manufactured home on this property; or obtain a Building Permit before I construct any building on this property.

Signature: _____ Date: _____

REQUIRED DOCUMENTS & SIGNATURES:

(1) A COPY OF THE RECORDED DEED OR CONTRACT

(2) A SITE PLAN – see sample

(For Departmental Use Only)

New Address: _____ **Municipality:** _____

Recording Info of Title: Bk_____ Pg_____

Parcel Number: _____

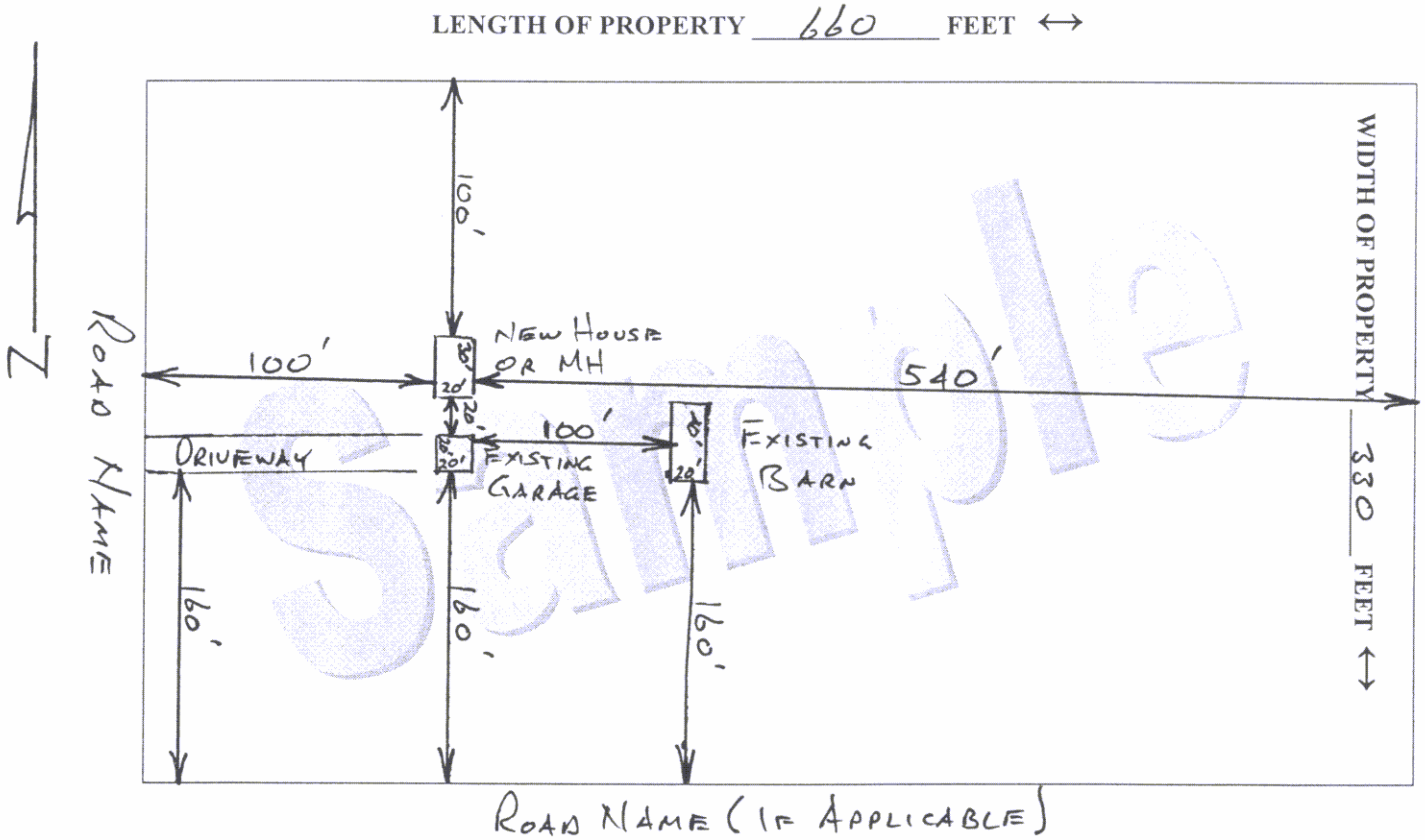
DOCUMENTS NEEDED FOR BUILDING PERMITS, ADDRESS REQUEST FORMS, AND MANUFACTURED HOME PLACEMENT PERMITS

1. COPY OF THE DEED OR CONTRACT FOR THE PROPERTY THAT HAS BEEN RECORDED IN THE COUNTY CLERK'S OFFICE.

2. SITE OR PLOT PLAN (see sample)

THE FOLLOWING ITEMS **MUST** BE MARKED ON THE SITE PLAN:

- Length & width of the property
- Distance from **ALL** buildings to the property lines
- Length, width, and purpose of **ALL** buildings on the property
- Location of the driveway
- Distance from the driveway to the property line
- Name of all streets that border the property
- North arrow, pointing to the North



SAMPLE SITE PLAN ONLY

Use an 8½" x 11" paper for your site plan